

**APPROVED**

MAR 13 2019

**WEST NEWBURY BOARD OF HEALTH  
MINUTES**

**February 26, 2019**

**4:30pm Second Floor Health Agent's Office  
1910 Office Building 381 Main Street**

**Robert Janes-Chairman, Blake Seale-Member, Kimberly Cole-Member**

2019 MAR 14 PM 11:35  
RECEIVED  
TOWN CLERK  
TOWN OF WEST NEWBURY

**Board:** Robert Janes-Chairman Blake Seale-Member, Kimberly Cole-Member

**Absent:** N/A

**Health Agent:** Paul Sevigny

**Admin Asst:** Jane Krafton

**Others in Attendance:** Tom Fahey Main Street, observing.

**R. Janes, Chair called meeting to order at 4:30pm**

**I. NEW OFFICE BUSINESS:**

- Reviewed minutes dated January 22, 2019. **APPROVED 3-0-0**
- Review invoices and payroll. **APPROVED 3-0-0**
- Steele Landfill discussed any updates. Retest Wed or Thurs and survey.
- Sevigny request May 20-22<sup>nd</sup> vacation. **APPROVED 3-0-0**
- 135 Garden Street letter dated 2/7/19 requesting to waive the \$150 perc fee. **APPROVED 3-0-0**
- Update on mosquito management plan. One change suggested by Health Agent would be to allow the resident to contact the Mosquito Control directly when requesting their own property to be sprayed rather than going through the Health Agent. Kim suggested that we use the website to alert residents via "News and Announcements" with the exclusion request and spray request information. **APPROVED 3-0-0 (Attached)**
- Memo dated February 8, 2019 request from Personnel Advisory Committee to review and submit current job responsibilities, due March 7, 2019. Board will review current job descriptions for the Recycling Coordinator, Admin Assistant and Health Agent. Board will contact Krafton with any modifications and approvals before the deadline. (Attached)
- Krafton request March 18<sup>th</sup> vacation. **APPROVED 3-0-0**
- Discussed W. Newbury Food Mart's inspection report dated January 22, 2018. Health Agent wrote a letter address some of occurring problems that have been documented over time and have not been addressed. Request for owner to come to our next meeting. B. Seale wants a plan in place for the owner to follow before they come in to our meeting so it's set and clear on what needs to be done. The only penalty is to pull food permit. 30 day deadline on all requested items and have a specific date. Recent years she has had to fix these violations. Letter was signed by the board, and Health Agent will send by certified mail. Health Agent will also make sure that the Town Manager and Selectmen are on the same page.
- Request from Krafton to reschedule next meeting March 12<sup>th</sup> to March 13<sup>th</sup> due to an appointment. **APPROVED 3-0-0**

## **II. APPOINTMENTS:**

- 4:45pm N/A

## **III. SEPTIC PLANS:**

- 119 Bachelor St, Michael J. Tomasello #C19-01, Millennium Eng., Inc. **APPROVED 3-0-0**
- 210 Middle Street, Alexandra Guralnick #18-31 Cammett Engineering. **APPROVED 3-0-0**
- 12 Dole Place (Lot C) CW Collins Corp #19-02, J. Hargraves. **APPROVED 3-0-0**
- Lot 1 - 87 Main Street, Concord River Property #18-10, Phil Christiansen. **FAILED**
- Lot 2 - 87 Main Street, Concord River Property #18-11, Phil Christiansen. **FAILED**
- Lot 3 - 87 Main Street, Concord River Property #18-12, Phil Christiansen. **FAILED**

## **IV. FYI: No Action Needed**

- March meetings 13<sup>th</sup> and 26<sup>th</sup> 2019.
- ESO Setup Training scheduled for March 7, 2019 @ 9:30am.
- Newburyport Pay-to-Throw Power Point Presentation February 25, 2019. (On File)
- Email dated January 21, 2019 from Dan Cameron regarding tobacco & e-cigarettes. (Attached)
- Webpage has new "recycling button" to access information. (Attached)

Next Meeting Scheduled for **March 13, 2019**  
4:30 pm Second Floor - Health Agent's Office  
1910 Office Building 381 Main Street, West Newbury MA

Meeting Adjourned 5:45pm by R. Janes, Chair.

**C.G. Johnson Engineering, Inc.**

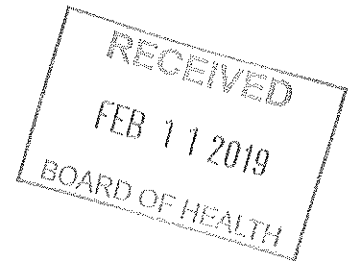
203 Willow Street  
South Hamilton, MA 01982  
Phone (978) 468-2957  
e-mail cgjohnsoncivil@verizon.net

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*Charles G. Johnson, P.E.*

February 7, 2019

**Paul Seigny, West Newbury Health Agent**  
**West Newbury Board of Health**  
381 Main Street  
West Newbury, MA 01985



**Re: On-Site Wastewater Treatment and Dispersal System Upgrade**  
**135 Garden Street (Tax Map R-21, Lot 14), West Newbury, MA**

Dear Mr. Seigny,


On July 16, 2018 and October 11, 2018 Official Deep Soil Observation & Percolation Testing was performed on the subject property by Robert M. Grasso of Engineering Land Services, LLC.

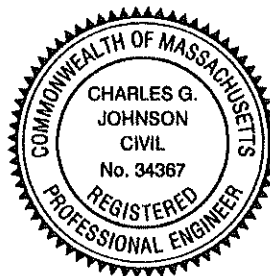
I am in the process of preparing an Engineering Proposal with the Property Owners (Barbara J. Beck and Christine A. Degan) for additional soil testing and a design plan. On behalf of Barbara J. Beck and Christine A. Degan, I am requesting that the West Newbury Board of Health waive the \$150 fee for the additional soil testing.

I understand that the Trench Permit Application and \$50 fee for the additional soil testing would need to be submitted to the West Newbury Building Department.

Please contact me if you have any questions.

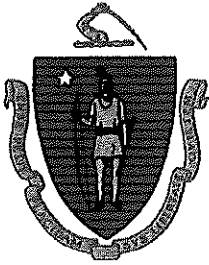
Sincerely,  
**C.G. Johnson Engineering, Inc.**

  
**Charles G. Johnson, P.E. (Civil)**  
Project Engineer



**APPROVED**

Cc: Barbara J. Beck & Christine A. Degan  
C.G. Johnson Engineering, Inc. file



**Commonwealth of Massachusetts**  
STATE RECLAMATION AND MOSQUITO CONTROL BOARD

**NORTHEAST MASSACHUSETTS MOSQUITO CONTROL  
AND WETLANDS MANAGEMENT DISTRICT**

118 Tenney Street  
Georgetown, MA 01833  
Phone: (978) 352-2800  
[www.nemassmosquito.org](http://www.nemassmosquito.org)



Roy E. Melnick: *Executive Director*  
William Mehafeey, Jr.: *Operations Manager*  
Emily D.W. Sullivan: *Wetlands Project Coordinator*  
Kimberly A. Foss.: *Entomologist*  
Robyn A. Januszewski: *Biologist*

*Commissioners*  
John W. Morris, CHO: *Chair*  
Vincent J. Russo, MD, MPH: *Vice Chair*  
Paul Sevigny, RS, CHO  
Joseph T. Giarrusso, Conservation Officer  
Rosemary Decie, RS

**2019 Best Management Practice Plan  
West Newbury**

**FY20 Percentage of assessment allocated to specific measures as prescribed by individual municipalities  
Best Management Practice (BMP) in the Town of West Newbury**

NEMMC is requesting an increase of 1.5% in the assessment for FY 2020 due to continued increases in operational costs that include an increase in the cost of leasing the facility, increased costs in purchasing pesticides, an increase in costs for vehicle/heavy equipment maintenance and repairs, a cost of living increase, step raises and payroll taxes. Our primary goal is to protect our subscribing communities from virus. We will do all in our power to reduce the mosquito populations on a regional and town wide basis, thus reducing the virus risk to our residents. We look for continued support and understanding from all the communities we serve if we are to be successful.

Assessment: As estimated by the Massachusetts Department of Revenue, Division of Local Services, in accordance with Chapter 516 of the General Laws of the Commonwealth. The assessment formula is based on a regional concept, which considers square miles and evaluation. The District offers this breakdown as a general guide to how funds are allocated specific to your community.

FY20 Estimated District Budget for the Town of West Newbury	\$ 43,370.00
FY20 State Reclamation and Mosquito Control Board	\$ 1,807.00
FY20 Total Estimated Assessment for the Town of West Newbury	\$ 45,177.00

-Committed to the principals of mosquito control and wetland management

APPROVED

mosquito agree to  
\* one change - take BBH out of loop  
have residents that request to be sprayed go direct  
to mosquito not H.A. link added on 11/14/19 page.

**District Control Measures specific to West Newbury**

General Operational Cost Share

Regional Adult Mosquito Surveillance Program

Regional Vector / Virus Intervention

Surveillance

Ground Larviciding

Catch Basin Treatments

Manual Ditch Maintenance

Adulticiding (**By Board of Health approval only**)

Barrier Treatment (**By Board of Health and School Department request only**)

Ditch Maintenance / Wetlands Management

Tire Recycling Program

Property Inspections

Mosquito Habitat Mitigation

Research and Development

Education and Outreach

Social Media

## 2018 West Newbury Mosquito & Arbovirus Surveillance Summary

Above average mid to late summer temperatures mixed with increased precipitation caused increases in most summer floodwater mosquito populations. Due to these same conditions; populations of container and floodwater breeding mosquitoes increased significantly resulting in heightened WNV activity statewide. The mosquito collections from our gravid traps and the number of positive mosquito pools "batches" in our district and statewide reflect this increased WNV activity. At the end of the season the states drought level was reversed; mosquito species requiring steadier groundwater reserves (*Cs. melanura*, *Cq. perturbans*) seemed to bounce back considerably from the additional precipitation the state received during the 2018 season.

Catch basin larvicide treatments (completed on 7/5/2018, school basins on 7/17/2018) reduced *Cx. pipiens/restuans* populations breeding in this habitat type throughout the season. The district treated a total of 525 basins in West Newbury. Coordinated basin cleaning schedules with the DPW results in much earlier catch basin treatments which increase this reduction. Additional public education is needed to help further reduce *Cx. pipiens* breeding on agricultural fields, flooded lawns, in abandoned pools, gutters and in unattended artificial containers on residential properties.

- The District completed 17 Board of Health adulticide requests during the 2018 season.
- The District removed 24 discarded/abandoned tires during 2018.

<u>Total Mosquito Collected in West Newbury</u>	<u>2017</u>	<u>2018</u>	<u>% change</u>
CDC CO2/Light traps (1)	68	89	31%
Gravid Traps (1)	69	5	-93%
<b>Totals</b>	<b>137</b>	<b>94</b>	<b>-31%</b>

<u>Mosquito Species- pest/disease list- West Newbury</u>	<u>2017</u>	<u>2018</u>	<u>Change</u>	<u>WNV/EEE</u>	<u>District Total-2018</u>
				<u>±</u>	
<i>Culiseta melanura</i> (red maple swamp/acid bog)	0	0	-	NO	1,072
<i>Culex pipiens</i> (container/catch basins)	40	2	-95%	NO	1,365
<i>Culex restuans</i> (container/catch basins)	9	1	-89%	NO	374
<i>Culex salinarius</i> (brackish water/phragmities/roadside ditches)	16	2	-88%	NO	2,527
<i>Coquillitidia perturbans</i> (cattail)	26	69	165%	NO	27,474
<i>Aedes vexans</i> (rainwater/fresh floodwater)	0	3	-	NO	813
<i>Ochlerotatus japonicus</i> (tree hole/container breeder)	9	1	-89%	NO	501
<i>Ochlerotatus sollicitans</i> (salt marsh)	0	0	-	NO	932
<i>Ochlerotatus cantator</i> (salt marsh)	2	6	200%	NO	5,848
<i>Ochlerotatus canadensis</i> (snowmelt/woodland pool)	0	0	-	NO	1,109

- 0 mosquito pools/batches were sent to the MA DPH lab for testing in 2018.

## *2019 Best Management Practice Plan: West Newbury*

There were no WNV/EEE isolations in West Newbury for 2018. However, there was 1 WNV infected mosquito pool collected from neighboring Newbury and 2 WNV infected mosquito pools and a human WNV case from Haverhill. At the end of 2018, the arboviral risk level for West Newbury was at LOW for EEE and MODERATE for WNV. Risk Categories are described in Table 2 of the 2018 MDPH Surveillance and Response Plan.

### Mosquito infection history (WNV/EEE) in West Newbury:

Collection Date	Species	Test Type	Result
9/21/2011	<i>Culex pipiens/restuans</i> complex	WNV	Positive
8/26/2013	<i>Culex pipiens/restuans</i> complex	WNV	Positive

West Newbury and nearby communities possess large stretches of forested wetlands which, during wet seasons, provide appropriate breeding sites for the EEE vector *Cs. melanura* and could serve as a local focus of EEE. Furthermore, with nearby southeastern New Hampshire being a focus for EEE spread, and WNV history here and in surrounding communities there will always be concern of transmission and human infection by both viruses in West Newbury. From July through the first heavy frost, residents should take necessary precautions to reduce the risk of infection from these viruses, regardless of low mosquito populations and/or aggressiveness of control.

Refer to the 2018 Massachusetts State Arbovirus Surveillance and Response Plan viewed online at:  
<https://www.mass.gov/lists/arbovirus-surveillance-plan-and-historical-data#response-plan->

## **Focus of Operations for 2019**

Regional control efforts will focus primarily on larval surveillance and treatment, adult mosquito surveillance, virus testing and preemptive virus intervention strategies. Specific to West Newbury the primary focus of control efforts will be on freshwater larviciding, catch basin treatments and virus intervention for WNV and EEE.

- School IPM program coordinators should confirm all schools are updated for outdoor mosquito control with our District for 2019. Coordinators please call our office or visit the MDAR School IPM website @ <https://massnrc.org/ipm/schools-daycare/ipm-tools-resources/ipm-plan-maker/make-your-ipm-online/locate-school-plan.asp#> for more information.

### **Regional Control Measures**

**Regional Adult Mosquito Surveillance Program:** CDC/CO2 Light traps are used to sample the adult mosquito population, monitor both short and long term trends and determine population density of bridge vectors (human biters) of WNV and EEE. Gravid traps are designed to collect adult female *Culex* species the primary vectors (bird biters) of WNV.

At least one of these dual function units is placed in a fixed location in each member municipality for a total of 36 deployed throughout the District. Mosquitoes are collected and identified from each trap once per week beginning mid-May until September 31<sup>st</sup>. The MA DPH may extend testing into October. In the event

### *2019 Best Management Practice Plan: West Newbury*

mosquitoes collected from these traps test positive for EEE or WNV the District will add supplemental CDC CO2/Light traps at specific sites within the municipality.

#### Supplemental trapping criteria for 2019:

After the 1<sup>st</sup> positive WNV/EEE primary vector species (bird biters) in any municipality supplemental traps could be placed in locations with these parameters:

- Radius of collection
- Distance from historic trap
- Topography
- Human population density
- Bridge vector potential breeding sites
- Schools/parks/recreation areas
- Site security
- Wetland/wooded/shaded/moist areas

Supplemental mosquito collections will be sent to State Laboratory for arbovirus testing.

The District will operate 128 resting boxes at 16 sites. Resting boxes are designed to collect blood fed female *Culiseta melanura* mosquitoes relevant to EEE transmission. Eight resting boxes will be placed at each fixed location and there will be two fixed locations in communities bordering New Hampshire as well as other communities considered to be at risk. The District will collect and identify samples from each trap every week and the specimens will be tested for virus.

In the event *Cs. melanura* mosquitoes collected from resting box sites test positive for EEE the District will deploy supplemental CDC CO2/Light traps in high risk areas.

**Virus Testing:** Specimens from our trap collections will be sent to The Massachusetts Department of Public Health (MA DPH) to be tested for the presence of encephalitis viruses. Our District mosquito testing results will be available on Fridays of each week. The MA DPH will contact the municipalities BOH officers as well as our District of any positive test results.

#### Mosquito virus testing criteria for 2019:

##### Phase I

- June 15<sup>th</sup> to August 1<sup>st</sup>
- Primary vectors (bird biters): *Cs. melanura*, *Cs. morsitans*, *Cx. pipiens* and *Cx. restuans*
- Other mosquito species may be tested on a case by case basis.

##### Phase II

- August 1<sup>st</sup> to October 1<sup>st</sup> (or October 15<sup>th</sup> for MA DHP extended season)
- Primary vectors (species listed above) + Bridge vectors (bird/mammal biters): *Ae. cinereus*, *Ae. vexans*, *Cq. perturbans*, *Cx. salinarius*, *Oc. canadensis*, *Oc. japonicus*, *Oc. taeniorhynchus*, *Ps. ferox* and *Oc. sollicitans*
- Other mosquito species may be tested on a case by case basis.

## *2019 Best Management Practice Plan: West Newbury*

**Regional Vector/Virus Intervention:** Control efforts will focus on early intervention strategies in municipalities that have shown a greater risk to mosquito borne virus based on events of the previous seasons and surveillance data as prescribed in the District's Integrated Pest and Vector Management Plan (IPVMP). This approach is in the best interest of all member municipalities as focused early intervention strategies seem to demonstrate containment of WNV, and may reduce the risk of EEE exposure to humans and the migration of virus to other municipalities.

**Regional Aerial Salt Marsh Larviciding Program:** Coastal salt marshes in neighboring communities from Ipswich to the New Hampshire border will be aerially larvicided by helicopter to control salt marsh mosquitoes in accordance with the respective Best Management Practice Plans. Salt marsh mosquitoes are capable of flying up to 25 miles in search of a blood meal and then return to the salt marsh in order to lay eggs. Coastal communities as well as many inland cities and towns receive direct and immediate benefit from the control of salt marsh mosquitoes.

- Aerial bacterial larviciding operations in coastal communities (2 treatments in 2018). These applications provide relief from salt marsh mosquito (*Oc. cantator/Oc. sollicitans*) hatches for all municipalities in our District.

### **Control Measures Specific to West Newbury**

**Ground Larviciding:** Larviciding sites from the District's data base, including retention ponds, detention basins and areas requested by the local Board of Health will be checked and treated for mosquito larvae as necessary, beginning in March or as snow melt allows, to September 30<sup>th</sup> and beyond if circumstances warrant and conditions allow.

**Catch Basins:** Catch Basin treatments will be scheduled with local DPWs so that each municipality's annual cleaning of basins does not jeopardize the treatment and effectiveness of the larvicide used to control mosquito larvae in these basins. **The timing of catch basin cleaning is very important and will dictate what type of larvicide will be used to control the mosquito breeding in these basins.** BT/BS (bacterium) products work very well to control mosquito larvae in cleaned basins, but do not work well in uncleared basins or ones high in organic matter. A Methoprene product would have to be used in uncleared catch basins. Depending on the DPW's cleaning schedule, basins will be checked and treated as necessary beginning May 1st through August 31st.

**Manual Ditch Maintenance:** In the course of ground larviciding and catch basin treatments, roadside ditches and culverts will be manually cleared of manageable blockages and debris in order to reduce mosquito breeding habitat and / or potential habitat.

**Adulticiding:** The District uses a system called Ultra Low Volume (ULV) for ground adulticiding applications. ULV is designed to dispense very small amounts of pesticides over a large area. While this is a cost effective means of reducing mosquito populations on a large scale, it only affects those mosquitoes present at the time of the application and repeated applications are sometimes necessary to sustain the initial reduction in the mosquito population in some areas.

## *2019 Best Management Practice Plan: West Newbury*

Science based selective adulticiding of specific areas will be provided as follows: **By request of residents (with Board of Health approval) and/or the local Board of Health, not to exceed one day per week from June 1<sup>st</sup> to September 30<sup>th</sup> or as circumstances warrant and conditions allow. Virus intervention will be provided with recommendations from Northeast MA Mosquito Control of specific areas to be targeted. Applications to schools must be in compliance with MGL ch85.**

- **Residential Pesticide Exemption:** Residents who request their property be excluded from pesticide applications must comply with the legal process to exempt their property. Pursuant to 333 CMR 13.03, individuals may request exclusion from wide area applications of pesticides by the District for the 2019 calendar year starting January 1<sup>st</sup> 2019. Requests **must be made to the Department of Agricultural Resources** online, and **will go into effect 14 days** from the date the request is received. All exclusion requests expire on December 31<sup>st</sup>, 2019. The exclusion request can be accessed from either our districts website or directly from the Department of Agricultural website:

<https://www.mass.gov/how-to/exclusion-from-wide-area-pesticides-application>

**Barrier Treatment:** To reduce the need for repeated ULV applications and provide more sustained relief from mosquitoes in high public use areas, the District can provide barrier treatments to public use areas such as schools, playgrounds, athletic fields, etc., at the request of the Board of health and/or school departments. **Applications to schools must be in compliance with MGL ch85.**

**Ditch Maintenance / Wetlands Management:** The town may petition the District to undertake larger scale ditch maintenance projects, wetland enhancement and restoration projects requiring specialized mechanized equipment and expertise. Petitioned sites will be evaluated and a site specific proposal will be written for acceptable projects. Wetland management projects must have a mosquito remediation component. Wetland management projects may be beyond the scope of any municipality's assessment and may require a separate and additional appropriation.

**Tire Recycling Program:** Tires have historically been discarded on public and private properties, in both upland and wetland environments. Once a pile is started it can quickly grow into a substantial public health issue and is a known source of mosquito proliferation.

Discarded tires almost always hold water and are a prime location for artificial container breeding mosquito species, most notably *Culex pipiens*, *Culex restuans* and *Ochlerotatus japonicus*. *Cx. pipiens* and *Cx. restuans* are considered to be the key vector species of both encephalitis viruses in the District. *Oc. japonicus* is a new species to Massachusetts since 2000, and is thought to have been imported into the United States in used tires. *Oc. japonicus* has also shown to be a competent vector of West Nile virus. Invasive mosquito species are known to travel in containers like tires.

*Aedes albopictus*, an exotic invasive species, is now established in Central and Southern Massachusetts and has made an appearance in the Northeast District during 2018. This species has the potential for arbovirus transmission and breeds in discarded tires. As in previous seasons, the district will be maintaining tire water sample programs, tire collections and larviciding in order to monitor and control the spread of this species in the district.

## *2019 Best Management Practice Plan: West Newbury*

**Property Inspection:** While the District is authorized under the provisions of Chapter 252, section 4 of the General Laws of the Commonwealth to enter upon lands for the purpose of inspection, it is not a regulatory agency. It also is not our intention to impose on any resident or business, but rather to be a resource for information and technology to help property owners prevent or abate mosquitoes to the mutual benefit of the property owner and the community.

The district receives many requests from municipal Boards of Health to inspect abandoned properties. With the increased health risk associated with property abandonment the District will take an aggressive approach to property inspections. In the course of our routine activities in your community, if we discover such properties, we will inspect and report these properties to the Board of Health. We understand that addressing concerns related to such properties is a matter of time and process. In the long term we will offer any support that may be appropriated to resolve mosquito problems related to such properties and in the short term with the Board of Health's support we will implement the necessary control measures to mitigate the immediate mosquito problem associated with such properties.

**Mosquito Habitat Mitigation:** The District will represent the town's mosquito control concerns in an advisory capacity relative to proposed development and where prudent as requested by local health officials.

**Research and Development:** The District will evaluate the efficacy and efficiency of current control methods, investigate new methods, procedures and technologies in mosquito control and wetlands management and evaluate their implications for use in West Newbury.

**Education and Outreach:** The District will present educational displays and programs on mosquito control and related wetlands management programs at the request of health officials, schools or civic organizations. The District will also monitor and update local schools, daycares etc. regarding IPM plans and current child protection requirements.

**Social Media:** In the recent past, the District has recognized the need to provide information on our activities in a timelier manner. Social media is proving to be the go to method of disseminating information for many companies and individuals.

The District maintains a valuable website. This site is full of resources, information and provides more timely updates of our activities. We have found that many questions can be answered through our website and we will continue to increase our web presence.

[www.nemassmosquito.org](http://www.nemassmosquito.org)



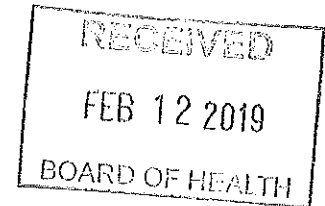
## Town of West Newbury Personnel Committee

381 Main Street  
West Newbury, Massachusetts 01985

Judith Mizner, Chair  
[personnel@wnewbury.org](mailto:personnel@wnewbury.org)

February 8, 2019

Board of Health  
Bob Janes, Chair



Dear Bob,

As you may know, the Town's Personnel Advisory Committee (PAC) was reconvened by the Board of Selectmen in late 2018. The Committee has met three times, and will be meeting on a periodic and as-needed basis going forward. All meetings are public, and staff participation is welcomed.

Under the West Newbury Personnel Bylaw, the PAC is charged with assisting the Board of Selectmen in meeting its responsibilities under the Bylaw. The PAC's work may include, but is not necessarily limited to, "review of compensation for employees, benefits, methods of selection of personnel, performance appraisal, and personnel procedures."

The Committee is working in close consultation with the Town Manager who, under special legislation enacted in 2017, is responsible to "oversee the Town's personnel system and staff in accordance with Town By-laws and shall oversee personnel evaluation policies and practices, employee benefit programs, enforcement of labor contracts, labor relations, collective bargaining, state and Federal equal opportunities law compliance in the town and such other human resource obligations as designated by the Board of Selectmen."

One of the PAC's initial work items is to review the employment classification (i.e. grade) of Town staff positions, in order that we may be in a position to offer informed recommendations regarding the Town's compensation plan. In order to do so, it is important that the job descriptions for each position be accurate, to allow a fair assessment of whether each position is properly classified relative to other positions that perform similar (or comparable) functions.

Toward that end, the PAC therefore respectfully requests that you review all job descriptions for current non-union positions in your Department. Please include input from personnel in your department. Copies of the latest job description(s) on file in the Town Manager's office are enclosed for your reference.

Please suggest any changes necessary to fully align the job description(s) with the work being performed. In some cases, you may recommend eliminating written responsibilities that are no longer applicable. In others, you may recommend adding current responsibilities that have been taken on since the most recent revision, and are not currently reflected in the description. Your review should also reflect any new responsibilities that have recently taken effect, or that are expected to take effect in the near future, due to new local, state, and/or Federal policies.

Upon request, the Town Manager will provide you copies of the job description(s) in your Department in editable Word format. If you prefer to mark up a copy by hand, or write separate notes, that works well too.

Responses should be sent to the PAC at the email address above or you can leave them in our box at the Town Office Building. We ask that you provide your response on or before Thursday, March 7<sup>th</sup>.

Thank you in advance for your assistance in this matter, and please do not hesitate to contact the PAC with any questions or concerns.

Best regards,



Judith Mizner

Chair

cc: Paul Sevigny, Health Agent

**Jane Krafton**

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**From:** cmsmailer@civicplus.com on behalf of Contact form at Town of West Newbury MA  
<cmsmailer@civicplus.com>  
**Sent:** Monday, January 21, 2019 9:07 AM  
**To:** Jane Krafton  
**Subject:** [Town of West Newbury MA] Flavored Tobacco Restriction (Sent by Dan, dwcameron72@gmail.com)

Hello jkrafton,

Dan (dwcameron72@gmail.com) has sent you a message via your contact form  
(<https://www.wnewbury.org/user/59/contact>) at Town of West Newbury MA.

If you don't want to receive such e-mails, you can change your settings at <https://www.wnewbury.org/user/59/edit>.

Message:

Good morning,

It appears that restricting the sale of flavored tobacco and e-cigarette products to 21 plus vape/smoke shops, so that they can no longer be sold at convenience stores, supermarkets, gas stations, etc..., is becoming the standard for Massachusetts municipalities in their quest to provide children with the greatest protection against the harmful effects of tobacco products and the tobacco manufacturers' flavoring and marketing campaigns that target children.

On Monday, December 17th, 2018 a new study was released that confirmed a giant spike in the number of high school students who are vaping, and it identified that many may not realize they're almost certainly inhaling highly addictive nicotine.

The study showed that 37 percent of seniors have tried vaping, up from just under 28 percent in 2017.

On Tuesday, December 18th, 2018 the Surgeon General, Dr. Jerome Adams, released a rare Surgeon General's advisory calling teen e-cigarette use an epidemic and calling for "aggressive steps" to fight it, including age limits, taxes and restricted sales; please see the below article for more detail.

Surgeon General calls for 'all hands on deck' to fight teen vaping

[https://www.nbcnews.com/health/health-news/surgeon-general-calls-all-hands-deck-fight-teen-vaping-n949301?fbclid=IwAR1viuAnvA9LJetwv\\_Ss5cTc7T0TqjTKm3lQucM\\_107XvIR4liVCaQ92eJc](https://www.nbcnews.com/health/health-news/surgeon-general-calls-all-hands-deck-fight-teen-vaping-n949301?fbclid=IwAR1viuAnvA9LJetwv_Ss5cTc7T0TqjTKm3lQucM_107XvIR4liVCaQ92eJc)

Based on the numbers that I have seen in the press recently, it looks like 137 municipalities in Massachusetts have restricted the sale of flavored tobacco and e-cigarette products to 21 plus vape/smoke shops.

Somerville just restricted the sale of flavored tobacco and e-cigarette products to 21 plus vape/smoke shops, and Foxborough and Franklin could be next municipalities to join the movement; please see the below articles that were recently released by the press.

Somerville is limiting where menthol and e-cigarettes can be sold. Here's why.

<https://www.boston.com/news/local-news/2018/12/19/somerville-limiting-menthol-e-cigarette-sales>

## Hundreds Sign Petition To Ban Flavored Vape Sales In Foxborough

<https://patch.com/massachusetts/foxborough/hundreds-sign-petition-ban-flavored-vape-sales-foxborough?fbclid=IwAR3UOEiVVgsYyYMyy5SDjRXy-kzLV5IAAB1Lhy1ziMwAleOLwWI-i2FCBj4>

Franklin petition takes aim at flavored tobacco <http://franklin.wickedlocal.com/news/20181206/franklin-petition-takes-aim-at-flavored-tobacco?fbclid=IwAR3C89-nJb5X3tUqwuNaQD4-GopD4A2q4b41SsnsUE30ZkA11wIJBtFUODE>

If tobacco product companies are going to continue to target children with their marketing and candy-like flavoring\packaging, municipalities are going to counter by preventing children from being exposed to their marketing and products in retail establishments that are frequented by children.

I think the town of West Newbury should consider adopting similar rules in an effort to curb underage tobacco use; especially e-cigarette usage.

Just a thought.

Thanks,

Dan



## Clean Recycling



The Board of Health would like to remind residents to be mindful and practice clean recycling. Due to an increase in contamination in recyclables; both curbside (single stream) as well as at the recycling center (commingled and paper containers). There is a wide range contamination from plastic bags - coat hangers – plastic furniture – tarps, etc. The following link is being provided for your convenience.

<https://recyclesmartma.org/>

Just open link and enter your item and see if it is recyclable. Just because it has a recycle triangle, it doesn't mean there is a market for that item. Most of these items will end up in the trash at the recycle facilities and ultimately cost more than if it was discarded in the trash originally.

**Please do your part and help reduce the contamination of recyclables.**

Any questions, the Board of Health can be reached by email; [jkrafton@wnewbury.org](mailto:jkrafton@wnewbury.org), [psevigny@wnewbury.org](mailto:psevigny@wnewbury.org), or by phone at 978-363-1100, X118 or X119.